



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN**



**MEMORANDUM**

**FOR : ALL REGIONAL EXECUTIVE DIRECTORS**

**FROM : THE OIC DIRECTOR**  
Human Resource Development Service

**SUBJECT : SUBMISSION OF LIST OF EMPLOYEES UNDER THE ENFORCEMENT DIVISION**

**DATE : 05 April 2024**

In line with its mandate, the Office of the Undersecretary for Organizational Transformation and Human Resources, the supervising Undersecretary for Environmental Law Enforcement and Protection Service, necessitates a comprehensive understanding of the composition of the enforcement units of the Department. To facilitate this, we request your assistance in providing the list of employees under your Enforcement Division.

The report should include the following details for each personnel:

1. Position Title
2. Designation, if any
3. Name of Incumbent (Last Name, First Name, Middle Name)
4. Date of Birth
5. Date of Original Appointment in the DENR
6. Date of Appointment in the present position
7. Educational Attainment (Bachelor's, Graduate, Postgraduate)
8. Eligibility
9. Present Office Assignment

The information will enable the Office to better coordinate its efforts, identify potential gaps or areas for improvement, and ensure that our enforcement activities are effectively carried out across all regions.

Please ensure that the provided information is accurate and up-to-date. Kindly submit the requested report, using the attached form, to the Personnel Division on or before 12 April 2024. You may download the template through the QR code/link below:



<https://tinyurl.com/m9u7y34z>

For your consideration.

*M. M. M.*  
**MIRIAM M. MARCELO**

